

DESIGN REVIEW: EARLY DESIGN GUIDANCE PROPOSAL PACKET REQUIREMENTS

The following information in the packet should be included in the following order.

Section	Information to be included in each Section
Packet Standards	<ul style="list-style-type: none"> <input type="checkbox"/> 11x17 sized design packets. Stapled or side bound. <input type="checkbox"/> Printed double sided and in color. (No plastic covers). <input type="checkbox"/> All pages numbered. <input type="checkbox"/> All type fonts legible and 1/8" minimum <input type="checkbox"/> All graphics should be oriented consistently with street names and north arrows. <input type="checkbox"/> All drawings should fill the 11"x17" page; 1" white margins are adequate.
Cover	<ul style="list-style-type: none"> <input type="checkbox"/> Project address. <input type="checkbox"/> Project number. <input type="checkbox"/> Meeting type and meeting date.
Proposal	<ul style="list-style-type: none"> <input type="checkbox"/> Number of residential units (approx). <input type="checkbox"/> Amount of total commercial square footage, number of live work units (approx). <input type="checkbox"/> Number and location of parking stalls (approx). <input type="checkbox"/> Aerial photograph with streets and site labeled (9 block area).
Context Analysis	<ul style="list-style-type: none"> <input type="checkbox"/> Vicinity map, indicating surrounding uses, structures, zoning, and overlay designations, natural features. <input type="checkbox"/> Vicinity map and photos indicating community nodes and landmarks. <input type="checkbox"/> Vicinity map and photos indicating existing notable architectural and siting patterns. <input type="checkbox"/> Axonometric or other three-dimensional drawing, photos or models of the nine block area surrounding the project site. <input type="checkbox"/> Photo montage of the streetscape on both sides of the street identifying the site (3 strips per page max). <input type="checkbox"/> Include call-out notes on all context and analysis drawings and a brief narrative stating what design cues informed the design alternatives.
Existing Site Conditions	<ul style="list-style-type: none"> <input type="checkbox"/> 9-block (3 block x 3 block area) map of zoning, existing uses and structures. <input type="checkbox"/> Topography of the site or other physical features. <input type="checkbox"/> Location of structures and prominent landscape elements on the site. <input type="checkbox"/> Tree survey, identifying species (common and scientific), trees 6" or greater in diameter as measured 4.5' above the ground located on the site (see Tip 242). <input type="checkbox"/> Site photos. <input type="checkbox"/> Map of access opportunities and constraints. <input type="checkbox"/> Basic sun/shadow graphical analysis at following times: March/Sept 21 (combined); June 21; Dec 21; at 10am; noon; 2pm; equinox should be bigger; shadow cast by proposal should be differentiated from existing ones, by darker tone or color. *Show/label any impacts on public parks, plazas or similar; more detailed analysis may be required.

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Site Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Proposed structure(s) footprint. Composite ground floor plan desired. Include property lines and dimensions. <input type="checkbox"/> Adjacent structures within first 30' on all sides. Include use and height in stories. <input type="checkbox"/> Open spaces. <input type="checkbox"/> Vehicular and pedestrian access. Include curb lines and street trees. <input type="checkbox"/> Landscaping. Existing and proposed. <input type="checkbox"/> Include all site and ROW dimensions. Include spot elevations at property corners.
Zoning Data	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Brief</u> summary of applicable development standards and how proposed development will meet these standards. (1 page)
Design Guidelines	<ul style="list-style-type: none"> <input type="checkbox"/> Identify priority design guidelines. <input type="checkbox"/> Brief description of how the proposal meets the intent of the applicable citywide and neighborhood design review guidelines. <input type="checkbox"/> Conceptual response to guidelines with conceptual images or graphics.
Architectural Concept	<ul style="list-style-type: none"> <input type="checkbox"/> Three <u>viable</u> alternative architectural concepts showing your design thinking process. Include code complying scheme with no departures. Graphics for all options should be comparable and generally show the same development objectives. Include proposed site plan in context. <input type="checkbox"/> For each concept, list opportunities and constraints of each option – related to the context and design guidelines. <input type="checkbox"/> Include conceptual floor plans, using color to differentiate uses in context with property lines and abutting properties. <input type="checkbox"/> Show siting, massing, open space, façade treatments, and access. <input type="checkbox"/> One or more color renderings adequate to depict the overall massing of structures and the design concept. Street level perspectives preferred. <input type="checkbox"/> Three dimensional studies and sketches (including those at the street level are optional) to better assist the planner and Board in evaluating the design proposal. <input type="checkbox"/> Include images from the neighborhood or beyond that will inform the design development of the proposed development. Clearly identify each and note the relevance of the image to the proposed development.
Departures	<ul style="list-style-type: none"> <input type="checkbox"/> Departure summary table for <u>all potential</u> development standard departures, including the following: <ul style="list-style-type: none"> <input type="checkbox"/> Code citation; <input type="checkbox"/> Code requirement; <input type="checkbox"/> Proposed design departure; <input type="checkbox"/> Rationale explaining how the departure results in a project which better meets the intent of the design guidelines; <input type="checkbox"/> Graphics, as needed, to clearly explain the departure(s) showing code compliant and requested departure with dimensions.